9-5

Reference Book

ENGLISH

veta
Fluent English
next step>>

Dear student,

As a value addition to Veta Fluent English training programme, we have given you this free Reference Module along with two free audio CDs.

Whenever you listen to a good song, your mind registers it, and you keep humming, so much so you begin to sing it unawares. Similarly, we want you to listen to the audio CDs containing often used sentences of everyday English. We want you to listen to them when you find time, so that the sentences are registered in your mind and come out when situations call for them for you to speak English.

This Reference Module contains the printed version of the sentences you hear on the audio CDs.

Listen, read and start speaking Fluent English.

Wish you happy learning!

May I know your name, please?
I'm Basheer.

May I know your name, please?
I'm ....

Could I know your name, please?
I'm Ms Surekha.

Could I know your name, please?
I'm ....

What are you, Mr Mukesh?
I'm a software engineer.

And, you Mr Allen?
An accountant.

What are you?
I'm ....

Mrs Radhika, what do you do?
I work in a bank.

What do you do?

I ....

Surekha, where are you working?

I'm working in a school as a teacher.

What are you doing, Mr Basheer?

I'm doing business.

By the way, Basheer, what's your qualification?

I'm an MA.

By the way, what's your qualification, Mrs Radhika?

I'm also an MA.

By the by, your qualification, Mr Raman?

I'm a diploma holder in electronics.

What are you, Mukesh?

I've done my diploma in software engineering.

Where do you live, Allen?
I live in MG Nagar.

Where are you living, Suresh?
I'm living in Netaji Nagar.

Anil, where are you from?
I'm from Pune, sir.

Suparna, which is your native place?
I belong to Dhanbad, sir.

Where did you have your school education, Allen?
I had my school education in Trichy.

Where did you do your schooling, Rita?
Sir, I did my schooling in Hyderabad.

Prasad, where did you do your college studies?
Sir, I did my college studies in Guntur.

You and your interests

He's honest.

She is straightforward.

You are frank.

He is candid.

She is outspoken.

I am optimistic.

He is rather shy.

She is rather timid.

You are bold.

You are brave.

You are intelligent.

He is clever.

You are lovable.

She is so cute.

He is rather reserved.

She is quite friendly.

Arun, could you tell us what sort of person you are?

I think I'm friendly.

Madhavi, what type of person are you?

Ma'am, I'm fun loving.

What kind of person do you think you are?

I'm ....

What sort of person is your boss?

He is sincere.

What sort of person is she?

She is hard-working.

What sort of person is your friend?

He is ....

What are you interested in?

I am interested in cricket.

What is she interested in?

She is interested in music.

What do you like?

I like reading books.

What does she like?

She likes travelling.

What does he like?

He likes meeting people.

What does he like?

He loves playing volleyball.

I don't like playing in the rain.

He doesn't like talking unnecessarily.

My hobby is painting.

His favourite pastime is listening to old melodies.

Talking about places

You belong to which place, Mr Dhanraj?

I belong to Gulbarga.

Ms Sheeba, you are a native of which place?

I'm a native of Nellore.

Which is your hometown, Prasanna?

Bangalore is my hometown.

How far is Bangalore from here?

It is 500 kilometres away.

How many hours drive from here?

It's eight hours drive from here.

How many hours by train?

It's seven hours by train.

How's the weather like now?

It's rather cold.

How's the weather now?

It's hot.

It's cold.

It's warm.

It's cool.

It's neither hot nor cold.

How's the climate there?

It's temperate.

It's humid.

It's dry.

What's the major occupation of the people there?

It's agriculture.

The major occupation of the people is cultivation.

Most of the people are farmers.
Most of the people are in business.

The majority of the people are in service.
Some are traders.

What language is spoken there?
Hindi is spoken there.

What language the people speak?
They speak Telugu.

People speak Kannada.
Most of the people speak Malayalam.

How old is the city?
It's about 400 years old.

How old is the city?
I'm afraid I don't know.

What is there to see?
There are lots of temples to see.

What are the places to visit?
There is an ancient fort.

Any interesting tourist spots to visit?
Yeah, we have the Bannarghatta.

What are the sight-seeing places?
We have a lovely park. And then we have a beautiful lake.

What is the city famous for?
It's famous for silk sarees.

It's famous for rasgollas.
It's well-known for ancient sculptures.

It's known for cultured pearls.
It's renowned for its grapes.

Have you been to Agra?
Yeah, I've been to Agra once.

Have you been to Mount Abu?
No, I haven't been to.

Talking about your profession / organisation

What do you do, Mr Narang?
I work in a bank, ma'am.

What are you, Mrs Bansal?
Ma'am, I'm an accountant in a private company.

What are you doing?
I'm working for a private company.

What are you doing?
I ....

Where are you working, Mr Prasad?
I'm working in Wipro.

In which company are you working, Sunita?

Sir, I'm working in Simpson.

In which company are you working?

Sir, I ....

Where are you working?

Sir, I ....

What does your company do?

We manufacture surgical equipment.

What does your company do?

We undertake computer servicing.

What does your company do?

We ....

What are your products?

Our products are Waterbury's Compound, Gelusil, Halls and so on.

Do you have any branches?

Yes. We have branches all over South India.

Do you have any branches?

Yes. We have six branches.

Have you got any branch in Cochin?

No. We don't have any branch there.

Where is the head office?

It's in Mumbai.

Where is your head office?

It's in Kolkata.

Is it a public sector company?

Yes. It is.

Do you have any tie-up with any foreign company?

Yes. We have a tie-up with Microsoft.

You have any branches abroad?
Yes. We have one in Singapore.

When did you join this company?
I joined this company three years ago.

How long you have been in this company?
About three years.

What's the nature of your job?
I look after accounts.

What's the work you do?
I take care of quality control.

Does your company pay you well?
Yeah. They pay us well.

Any bonus you get?
Yeah. 20%

Any perks?
Yeah. Conveyance and Telephone.

Speaking about your business

What do you do, Mr Anwar?

I am in business.

I hear you are on your own now.

Yes. I have set up a business of my own.

What's the business?

I run a hotel.

What kind of business?

I undertake household wiring.

What type of business?

I operate tourist cabs.

What business you're in?
I deal in cement.

What sort of business you do?
I have a beauty parlour.

How's business?
Doing well.

Fantastic.
Not bad.
Picking up.
Have some problems.

Market is dull.
Quite satisfactory.
The initial teething problems are there.

Who are your clients?
Some of the automobile companies.

L & T is our main client.

Most of our clients are from North India.

Most of our clients are wholesale dealers.

Have you any competitors?

Yeah. Victor India is our main competitor.

How's the competition?

Very tough.

How's competition?

Not that much.

How's the market for your products?

Not bad.

It's Okay.

Picking up fast.

It's very challenging.

Activities at home

Ramesh, when do you get up in the morning?
I get up at 5.30.

Arun, what time you get up in the morning?
I get up around 6.

When do you get up?
I ....

What's your morning routine?
I brush my teeth. I have a wash.
I have a cup of coffee. I go through the headlines.

What do you do in the mornings?
I go for a walk.
Coming back home I read the newspaper.

Which newspaper do you get?

I get The Times of India.

You do any exercise in the morning?

Yes. I do some yogasanas for about half an hour.

What do you have in the morning?

I have a light breakfast.

What about lunch?

I carry my lunch. I have it at 1 o' clock in the office.

What time you leave for office?

I leave home around 9 o' clock.

How do you go to office?

I go by bike.

When do you return home?

Normally, I return around seven.

What time you're back home?

I'm back home by seven.

What do you do in the evenings?

I have some refreshments and relax for some time.

I watch TV or visit friends in the neighbourhood.

I sit with my son at his studies.

Do you watch the news at night?

Yes. I do.

Sometimes.

No. I don't.

What time do you go to bed?

Around 10 O' clock.

How do you spend your Sundays?

I get up late, have a late breakfast and wash my clothes.

After a late lunch, I have a nap. Sometimes, in the evenings, I go for a movie.

What do you do on Sundays?

Mostly I stay at home, spending the time with my family.

How do you engage yourself on Sundays?

We play indoor games besides watching TV.

Unit - 9

Likes and dislikes

Revathy, does your daughter like icecream?

No. She doesn't like icecream.

What does she like then?

She likes chocolates.

What do you like?

I like milkshake.

What do you like?

I ....

Do you like soft drinks?

I do. But I don't like the cheap ones.

What would you like to have? Coffee or tea?
I would rather have coffee.

What kind of programmes on TV you like?
I like family plays.

Do you like TV serials?
No. I don't like sentimental soaps.

Do you like watching movie channels?
No. I like watching sports channels.

What does your daughter like doing?
She likes playing teacher but doesn't like going to school.

Praveen, do you like people telling you lies?
No. I don't like people telling lies.

Radhika, why are you so upset with Ravi?
He's ill-mannered. I don't like his smoking in my father's presence.

I don't like your coming late.

He doesn't like my speaking to you.

They don't like our going out together.

What type of people you like?

I like people who are frank.

I like people who speak their mother tongue properly.

I don't like people who talk unnecessarily.

What type of people you like?

I ....

What type of people you don't like?

I ....

What type of places you like?

I like places where there are lots of plants and trees.

Unit - 11

Giving directions / instructions

Excuse me, how do I go to Hotel Welcome from here?

Hotel Welcome? Okay. Go straight and turn to the right.

How do I go to Regal Cinema?

Walk 100 metres and you'll find the Cinema to your right.

Where is the Passport Office?

Go straight, turn to the left and ask somebody there.

Could you tell me the way to the Post Office?

Take bus no.51 and get down at the second stop. Ask someone there.

Excuse me, how to go to Prachar Sabha from here?

Just walk along the road for 100 metres until you reach the Temple.
Turn right and take the first by-lane to your right on the road.

Making potato chips.
Wash the potatoes.
Peel off the skin.

Slice the potatoes.
Spread them on a dry sheet of clean paper.

Take a vessel.
Pour oil to requirement.
Heat the oil.

Put the potato wafers one by one into the oil.
Let them sizzle for sometime.

Take them out when they turn golden brown.

Sprinkle some salt and chilli powder or salt and pepper powder.

Munch them to your pleasure.

Saying 'Thank you'

Thank you for your kind help.
Thank you for your timely help.

Thank you for your useful advice.
Thank you for your co-operation.

Thank you for your kind co-operation.
Thank you for the information.

Thank you for your excellent dinner.

Thank you for inviting me.
Thank you for helping me.
Thank you for remembering me.

Thank you for calling me up.

Thank you for accepting our invitation.

Thank you for extending your co-operation.

Thank you for giving me an opportunity to speak.

Thank you for lending me your scooter.

Thank you for clearing my doubt.

Thank you for being with us.

Thank you for being nice to me.

Thank you for allowing me to use your phone.

Thank you for not smoking.

Apologising

I'm sorry, I didn't mean to hurt you.
Sorry, I'm late.

Sorry, it was my mistake.
I'm sorry about the confusion I created.

I'm really sorry, I've broken the glass.
I'm so sorry.

I'm sorry for hurting you.
I'm terribly sorry. I didn't see you at all.

I'm sorry, I didn't notice that.
I'm sorry, I've made a mistake.

I'm sorry, I've taken much of your time.
I'm sorry for the disturbance.

I'm sorry, I've troubled you.
I'm sorry to have troubled you.

I'm sorry to have kept you waiting.
I'm sorry to bother you.

I'm sorry, he's not available at the moment.

I am sorry to hear about the passing away of your father.

I am extremely sorry to have disturbed you in your sleep.

I apologise for coming so late for the party.
I apologise for my mistake.

I very much regret I'm not in a position to help you financially.

I'm really sorry to hear about your wife's illness.

I'm sorry, I couldn't meet your father yesterday.

Asking for advice / giving advice

I want to improve my English. What should I do?
You should read a lot of novels in English.

My parents want me to get married before I go abroad. What do you think I should do?
Your parents are right. You should get married.

Is it okay if I meet you at 11 tomorrow?
No problem. It's okay with me.

You say that I lost my temper. What would you do if you were me?
If I were you, I would keep cool.

Can I ask you for a piece of advice? I want to buy a good computer.
Better go for an assembled one.

What is your opinion about my taking up that Singapore job?
If the offer is attractive, go ahead.

I'm thinking of buying a second-hand car. What do you think?
Before you buy, make sure that the condition of the car is good.

Before you buy a second-hand car, you better consult a mechanic.

You want to speak English fluently?
All you have to do is to start speaking.

What do you think I should do, if I want to build my body?
The first thing you should do is to eat well.

What should I do to improve my memory?
What you need is peace of mind. Memory will improve by itself.

I want to improve my English. What should I do?
The best thing for you to do is to join
VETA's "Fluent English" Course.

Unit - 16

Talking about the present

What's the news, Ravi?
In sports, they've dropped Agarkar.

How are things at office?
Very busy. They're auditing the accounts.
Our Chairman has come.

Ravi, where's your brother?
Venkat has gone to Saudi. He's working there.

It's a new bike, Prasad?
Yeah. I bought it recently.

What happened to your old one?
I've sold it.

What's the registration number of this one?

I've applied for the registration. I haven't got the number yet.

Where's Uma?

It's lunch time. She must have gone home.

Ravi, where's the voucher file?

If it's not here, they must have sent it for auditing.

Fetch the files.

It's lunch time. They may have gone to the canteen.

When are the auditors leaving for Mumbai?

They are leaving this Saturday.

Have you moved to your new flat?

Yes, I have.

How's the house?

It's quite spacious and comfortable.

Has your brother left for the US?

No. He may set up his own consultancy here.

I hear that your sister is getting married.

What's the boy doing?

He's working in a private company.

What's his qualification?

He has done his ME.

Speaking about the past

Prakash, where did you go for your vacation?
I went to Delhi.

Did you visit the Taj Mahal?
Sure, I did.

How was your trip?
Wonderful. I enjoyed myself.

Did you take your wife along with you?
No. I didn't.

Why, man?
She had gone to her village.
Her mother was sick.

You are a selfish person.

What do you mean?

You should have taken your wife along with you.

You could have postponed your trip.

I could have postponed my trip. But then, my LTC would expire. I had to go alone. Otherwise, I would have taken her.

Any unforgettable experience?

Yeah. While travelling to Agra, I saw Anil Kapoor.

Why are you late?

I missed the bus.

Why did you miss the bus?

I had started late.

You should have come by an auto, then.

I could have come.

But who would pay the fare?

If you had come by an auto, I would have paid the fare.

Had you told me this earlier, I would've started late all these days.

When we were sitting at the dining table, talking about our uncle, there was a knock at the door.

My brother opened the door. We were all surprised to see our uncle who had left home 10 years back.

Unit - 18

Talking about the future

Prakash, I want somebody to help me. Find out if the watchman is there.

Sir, I will help you.

What's your programme for this weekend, Nandakumar?

I'm going for a movie.

When is the manager returning from Kolkata?

He'll be returning on Monday.

Can you drop in tomorrow?

Can't say. I may go to temple tomorrow.

Do you think it will rain today?

It might.

Why have you applied for a passport?

Our company wants to send some engineers for training abroad. I can go to the US.

Justin, I hear that you've got a job in the US?

Yeah.

When are you leaving for the US?

Sometime next month.

What about your present job?

I'm going to quit it.

Ramki, the bike looks new?

Yeah. I bought it recently.

What are you going to do with the old one?

I'm going to sell it.

Are you coming to office this Sunday?

Of course.

What time will you be coming?

Around 11.

How are we going to manage for lunch? There will be no canteen tomorrow.

The company will be arranging it from outside.

Vikram, you say your father is retiring next month. What are his plans for the future?

He says he is going to set up a consultancy service.

Asking for opinion

Nalini, what do you think about Mohan for this post?

Fine, sir. I think he is the most suitable person for the post.

Raju, what do you think about the ban on smoking in public places?

I think it's good. It's high time they did that.

Do you think we can win the match?

I feel that it all depends on the top order batting.

Do you think he can do the job?

Of course, he can. I feel that he's a capable person.

What do you think of inter-caste marriage?

I believe that it's neither good nor bad. It all depends on the person you are marrying.

What do you think of the late night programmes on the local channel?

It's all rubbish.

Can you give us your opinion on the system of education today?

It seems to me that our universities are giant industries manufacturing clerks, lawyers, doctors and engineers.

Can you give us your opinion on parents of today?

I think they're overprotective and pampering.

What is your opinion about the fashion shows of today?

I wonder which age we are in. Most of the models come in Stone-Age garb.

How was the movie?

If you ask me, it's just dragging.

What do you think about him?

As far as I'm concerned, he's straightforward.

What does she think about your ideas?

She's in favour of them.

What does he think about Gandhian principles?

He's against them. He thinks that times have changed.

Making a request / asking for permission

May I come in, sir?

Yes. You may.

Could I use your phone?

By all means.

Can I go early today?

No, you can't. We have some urgent work.

Gentlemen, allow me to introduce myself.

Permit me to speak, please.

Let me go now.

May I go on two-days leave, sir?

You may.

Could I borrow your scooter?

Can I help you?

Could you please sign here?

Could you repeat that?

Can you help me?

Can you give her address?

Would you please close that door?

Would you please sit down?

Will you please keep it a secret?

Will you please stop talking?

Would you mind looking after this baggage for me?

Would you mind explaining it again?

If you don't mind, please wait for sometime.

If you don't mind, please give me change.

If you don't mind, please pay me in cash.

Giving message - I

He asked me where I worked.
I told him I worked in a bank.

Leela asked Ganesh why he had not telephoned her.

Ganesh told her that he had been out of town.

The manager asked the clerk whether he had despatched all the letters.

He asked me whether I was busy.
I asked him whether he spoke to the officer.

She asked me if I could meet her tomorrow.

She said she was in a hurry.

The manager asked the accountant if he had completed the statements.

He asked me whether I knew anything about the matter.

I told him I didn't know anything.

Mrs Manisha said she had some guests at home and that she would not be coming today.

The travel agency rang up. They said that the flight was leaving at 6.45 in the evening.

Babu asked Parimala when she had returned from the US.

She replied she had returned last month.

Sir, Naren asked whether you would be free this evening.

Tell him that I'm busy and I can't see him.

Sorry, Naren. The manager says that he is busy and that he can't see you.

She asked him why he was limping.
He replied that he had sprained his ankle.

The doctor asked Vimal what he had had in the morning.

Vimal said that he had had some chappathis.

He asked me why I was late.
I told him that I had got up late.

The conductor asked the passenger where he wanted to go.

The passenger said he wanted to go to Regal Cinema.

Giving message - II

Did they ask you to report for duty?

Yes. They asked me to report for duty on Thursday.

Did you ask me to meet you?

No. I didn't ask you to meet me.

Sir, can I ask Kazi to stay back?

No. Let him go. Ask Reena to stay back.

Why are you fretting? Have I ever asked you to work on Sundays?

Sir, shall I ask the supplier to come tomorrow?

No. Don't ask him to come tomorrow.
Ask him to meet me some time next week.

Who asked you to draw the curtains?
Sir, madam asked me to draw the curtains.

Who asked you to get married?
My friends. They said that marriage enhanced one's social status.

Who asked you to spend all the money?
Who asked you to go there?

Who asked you to wait?
It was you who asked me to wait.

They will ask you to sign the documents. Read carefully before you do it.

They may ask you why you want to go the US.

They will ask you to show your financial statements.

If they ask you why you want to go to the US, tell them that you want to pursue your studies.

If the doctor asks you how long you have been suffering from cold, tell him 'since Monday'.

She thought she was smarter and well-qualified.

He thought that I knew nothing about him.

They thought that their language was the best in the world.

He thought he could manage somehow.

I thought you were married.

She felt she would get the job.

I knew he was lying.

I knew she would come.

I knew you would call me.

She thought that I would not help her.

Telephonic conversation - I

Hello, is it 2434 7034?
Yes, it is 2434 7034.

Hello, is it Professional Couriers?
Yeah, you're right.

Hello, is it the Correspondent's Office?
Yes, it's the Correspondent's Office.

Hello, is it Mr Prasad's residence?
Yes, it's Mr Prasad's residence.

Sorry. It's wrong number. Which number you want, please?

Which number did you dial?

Sorry, this is a medical shop.

Good morning, I'm Bora calling.
Whom do you want, please?

Good morning. I'm Perera calling from L & T.
Whom do you want to speak to?

Good evening, I'm Mrs Nalini calling from Tilak Nagar.
You want to speak with who, ma'am?

May I know your name, sir?
I'm Rajesh.

Which Mr Rajesh, sir?
I'm Rajesh from Wipro.

Rajesh from?
Rajesh from Wipro.

Could I know your name, ma'am?
I'm Anjali calling from Bandra.

Your name, please?
I'm Srinivas from SR Nagar.

Could I know the purpose of your calling, sir?
It's regarding the material you have asked for.

You want to speak to her regarding what, sir?

I want to meet her at her office this evening. It's official.

Regarding what, sir?
It's regarding payment.

About what, sir?
It's about a competition we are organising.

In what connection, sir?
It's personal.

Telephonic conversation - II

Good morning, is it Citibank?

Yes. May I help you?

Hello, Citibank here.

Good morning, sir. I'm Joseph calling from Mars Infotech.

Hello, Citibank here.

Could you give me extension 2234?

Hello, Indo-Burma Enterprises?

Can you put me through to extension 147?

Hello, Hyder Ali and Company.
Can you connect me to extension 123?

Philips India.
Extension 1213 please.

Could I speak to Mr Justin Dhanraj?
I'm afraid he is not in at the moment.

When is he expected?
Any moment, sir.

When will he be back?
I'm sorry, I don't know. I have not been informed.

Any idea when he will come back?
He'll be back after lunch.

Could I speak to Mr Ratnasamy, please?
Sorry, sir. He has just left.

May I speak to Mr Siva, please?

He has gone for lunch, sir.

Any message, sir?

Tell him that Rajkumar called up.

Would you like to leave any message?

Ask him to call me back. My name is Ranganathan.

He has my number.

Anything to tell him, ma'am?

Yeah. Tell him that there are some guests at home.

Ask him to drop in during lunch.

Should I tell him, anything?

Nothing. It was just a courtesy call.

Shall I hang up?

By all means.

News and views

What has happened?

A man has fallen down from the fourth floor.

My goodness!

Why is the station so crowded?

They've cancelled the trains.

Oh, God!

The cashier is on leave again.

Oh, no!

Sir, Vikky has come back from Saudi.

Is it so?

Sudha is in love with Ajay.

Which Sudha?

Your computer classmate.

Oh, that Sudha! I can't believe it. She's so quiet.

Ravi has given a love letter to Anjali.

I expected that.

The movie is a mega-hit.

I knew it would be fantastic.

She has married her boss.

Unbelievable! They were so cold towards each other.

Sorry, I'm late.

You should have come by an auto.

Why have you brought the material back?

What could I do? The postal service is on strike.

You could have sent it by courier service.

I could have. But it didn't occur to me.

Why have they called back the order?

I told them they would be getting the material in parts.

You should not have told them that.

Ravi, you need not have brought your lunch. I told you we were arranging lunch for the staff.

Leela, why did you beat Ravi? Look, his parents have come complaining.

Ma'am, the boy had bitten Raju's ears.

You could have brought the matter to me. We would have complained against him to his parents.

I have already told his mother several times about his rude behaviour.

If you had asked me to keep it a secret,
I would not have told her.

Had you telephoned me, I would have sent my car to the station.

Narrating

When did the train leave?

It left at 7.45.

Why didn't you take that train?

Mala had asked me to wait for her.

Where did you meet Osho Rajneesh?

I first met him in Pune.

What were you doing there?

I was working in a government department.

Did you go to the Ashram daily?

No. I used to go there only on Sundays.

Would Osho give any lectures or speeches?

Yeah. He would speak in Hindi for one hour and in English for another hour.

Why did you resign your job?

I didn't like it, yaar.

It was a government job. Wasn't it?

Yes. Though it was a government job, I quit.

How long you had been working there?

I had been working there for four years.

You shouldn't have resigned the job. You could have asked for a transfer to this place.

I could have. But I was not interested. If I had not resigned the job, I would not have met you.

He was standing by the shop and smoking when he saw her.
She looked at him and smiled.

He said good morning to her and she nodded her head.

He threw his cigarette to the ground and crushed it with the sole of his left-shoe.

As he was about to go after the woman, the shopkeeper said that the woman was mad.

He looked at the cigarette he had wasted.

General enquiries - I

Where's the second class waiting-room?
It's on platform one.

Where's platform seven?
Walk over the foot bridge and take the 7th staircase going down.

Where's the platform ticket counter?
It's just before the entrance.

Where's the cafeteria?
It's on platform one, next to the police outpost.

Where's the Station Master's office?
It's on platform one.

It's just beside the Enquiry counter.

Has the Dadar Express left?
No. It has not. It's on platform seven.

It has just left.
It's five minutes since it left.
It is about to leave. Hurry!

Has the guard given the whistle?
Yes, he has.

No, he has not.
The whistle has not gone.

On which platform is the Dadar Express?
It's on seven.

Which is the way to the exit gate, please?
Just follow this crowd.

Go straight and turn to the right.

Which is the train to Mumbai?
It's yet to come on platform five.

The one which is on platform five.
It's on platform five.

When does the train leave?
It leaves at 6.45.

We have 10 more minutes. It leaves at 6.45.

It is scheduled to leave at 6.45.
It is supposed to leave at 6.45.

When does the train reach Pune?
It reaches at six in the morning.

Does it halt at Kalyan?
Yeah, it does. For five minutes.

No. It doesn't halt at Kalyan.

Does the train have a pantry car?
Yes. It does have one.

How's Ravi studying?
No problem. He's doing well.

He's okay but make him concentrate on Maths.
He can do better there.

I've come to enquire about my son's performance in the class.
How's he doing?

He's doing well. Don't worry.
He's intelligent but a bit distracted.

It seems you asked me to come?

You're Ravi's mother? I would like to speak to you regarding the picnic we have this weekend.

It seems some boy in the class is teasing and beating my son. Some boy called Raju.
Hey Raju, come here.

Raju? I'll look into the matter.

Ravi, why didn't you tell me?

It seems you're taking the children on an excursion. Is it compulsory? My son is not well.

No, it's not compulsory. Let him take rest.

My daughter says you're so interesting. For everything she says, 'My Miss said this ..... My Miss said that ....'

Have you increased the school bus-fare? At the office they're asking for 100 rupees more.

Yeah. From this month onwards.

Sorry, I'm not aware of that.

Sir, do we work this Sunday?

Yeah, the auditors are coming.

Sir, are we working this Sunday?

No. Who told you?

Is there a bank holiday tomorrow?

Yeah. It's a bank holiday.

Is the bank working tomorrow?

Yes. We're working.

Kavitha, have you sent the invoice?

Yes, sir.

Kavitha, have you sent the invoice?

No, sir. It's going today.

Do they work till six?

Yeah.

What are the working hours?

They work only till five.

General enquiries – III

Could I have an appointment with the doctor at 10 this Saturday?

Could you fix up an appointment for me some time this week ?

I have a headache.
I have a bad cold.
I have a running nose.
I have temperature.

I have a burning sensation in the eyes.
I have mouth sores.
I have a bitter taste in the mouth.
I have giddiness.

What's the problem with me ?

How long should I take rest ?

How long should I take this medicine ?

Can I eat rice and buttermilk ?

What should be my diet ?

Can I take coffee ?

When can I get the report?

When can I get the X-ray?

Can I travel ?

Am I allowed to travel ?

Can I go to work next week ?

Can we send him to school ?

Where should I pay the bill ?

How much should I pay ?

I feel giddy.

I feel feverish.

I feel rundown.

Can I book a cylinder now?

When are you sending the cylinder?

What is the procedure for transferring my name to Madurai?

How long will it take?

Short responses

I'm a doctor.

So am I.

Have you seen the movie ?
Yes, I have.
No, I haven't.

Are you coming along with us?
Of course, I am.

Well, I could get my leave sanctioned.
How come ? Mine is not sanctioned.

The pyramids are ancient monuments.

Oh, is it so ?

Oh, I'm extremely sorry. I didn't see you at all.

It doesn't matter.

Sorry, I forgot to bring your book.

It's okay. Bring it tomorrow.

It'll take some time.

How long ?

Oh, we have the same colour bag.

So what ?

You look like Kamalhasan.

Hey, stop kidding.

Please don't take it to heart. I just said it for fun.

Just for fun ? I thought you meant it.

Will you wait for me ?
Certainly.

Are you coming tomorrow ?
Sure.

Hope you get the money back.
God willing.

You know Ramesh got married ?
Really!

Do you think it'll rain today ?
I think so.

Do you think that Joshi will call you up today ?
I don't think so.

Do you think that India will win this match ?
I hope so.

I may need your help.
Let's see.

The new manager always finds fault with me.
Damn him !

I'm going to commit suicide.
Don't talk rubbish.

The man calls himself God.
Bullshit !

They are going to celebrate the leader's birthday.
What a nuisance !

India has lost the match.
What a shame !

Do you mind if I smoke ?
I do.

Do you find it inconvenient ?
Certainly not.

Can I use the phone ?
By all means.

Skills and talents

Kushal, can you fix a fuse?

Of course, I can.

Can you help me with this?

Anjala, can you cook?

Sorry, I can't.

You can eat, I suppose.

Hey, you there in the back row, are you able to hear me?

No problem, we are able to hear you well.

Are you able to understand my language?

I can but I am not able to follow your accent.

Could you meet Ansari yesterday?

I could.

Were you able to fix that machine?

Yes, sir. I was able to do that.

Was he able to solve the problem?

Nope. He wasn't able to.

Will you be able to complete the work by this weekend?

I think I'll be able to.

Can you come tomorrow?

No. I'll not be able to come tomorrow.

Sheela, I want to give this project to Sundar.

Do you think he is capable of handling it?

Yes, sir. He is capable. He can do it.

Are we capable of handling such a large order?

No, sir. We're not capable of handling such a large order.

What are your plus points?

I'm good at accounts.

And?

Good at solving problems.

Anusha, why are you so worried?

Examinations are fast approaching. My son is weak in Maths. And I'm not able to find a good tutor for him.

Don't worry. My brother will teach him. He is very good at Maths.

Job interviews

May I come in, sir?
Please do.

Could I come in, sir?
Come in please.

Can I come in, ma'am?
Yeah.

Could I sit down?
By all means.

Can I sit down?
Please.

Sit down please.
Thank you, sir.

Take your seat.
Thank you, ma'am.

Please be seated.
Thank you, sir.

Can you tell us something about yourself?

Sir, I'm basically a commerce graduate with a knowledge of computers. I have five years of experience in computer accounting.

Tell us about yourself.

I'm a graduate engineer, sir, with five years of experience in wire-drawing machines.

I'm very familiar with all aspects of wire-drawing. I'm now working in Gangappa Cables as a project engineer.

As I'm looking for a more challenging job, I've applied for this post in your company, sir.

How long have you been in this field?
I've been in this field for five years.

How long have you been in the company?
I've been here since '96.

Are you not trying for an overseas job?
No, sir. I don't want to leave India.

Are you not trying for a job abroad?
No, sir. I don't want to leave India. And I can't.
I have family commitments to keep.

Why are you trying for an overseas job?
Sir, I want to work in an atmosphere of constant growth.

I want to work with the latest in the field.
I want to have wider exposure.

Why did you discontinue your studies?
Family commitments, sir.

Why are you not trying for a government job?
Not interested, sir.

Could you tell us why?
Opportunities for learning are slim, sir.

Can you handle projects independently?
Of course, sir.

I'm afraid I'll need a bit of training, sir.

How do you think you're fit for this job?
I have the necessary qualification and experience, sir. And I'm quite confident.

The field is not new to me, sir. And my experience sir.

Though I have no experience, I have got good knowledge of the subject, sir. I'll pick up fast.

What salary do you expect?
Around 15K, sir.

I'm afraid it's a bit too high.
That's what I'm drawing now, sir.

You're drawing only 13K. How do you expect us to pay you 15K?

It's true, sir, that I'm drawing only 13K. But this March, I'm due for a promotion and an increment. I'll be drawing 15K then.

Why do you want to leave the present job?
I'm looking for a more challenging job, sir.

I'm looking for a job with more responsibilities.
For better prospects, sir.
Scope in the present company is limited, sir.

What are your hobbies?
I'm interested in reading.

My hobby is cooking.
I like playing cricket.
My interests are stamps and sports.

What are your hobbies?
My..................

What are you interested in?
I'm ....

What are your plus points?
I'm sincere.

What are your strengths?
I have a very analytical mind.

I'm practical.
I'm result-oriented.
I'm very outgoing.

What are your plus points?
I'm.................................

Your minus points?
I'm frank.

How's that?
I lose friends.

Thank you.
It has been a pleasure, sir.

Okay, we'll get back to you.
Thank you, sir.

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